

99088041134000

# Apply for a school year change

Heruntergeladen am 23.07.2025

<https://fimportal.de/xzufi-services/253243930/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99088041134000
Leistungsbezeichnung I	Apply for a school year change
Leistungsbezeichnung II	Apply for a school year change
Typisierung	4 - Land: Regelung
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Schulangelegenheiten (088)
Verrichtungskennung	Zustimmung (134)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Schule (1030100)
Einheitlicher	

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Ansprechpartner	Nein
Fachlich freigegeben am	08.12.2022
Fachlich freigegeben durch	Ministry of Education Rhineland-Palatinate
Handlungsgrundlage	<a href="https://grundschule.bildung-rp.de/fileadmin/user_upload/grundschule.bildung-rp.de/GSO-Text_24_04_18.pdf">https://grundschule.bildung-rp.de/fileadmin/user_upload/grundschule.bildung-rp.de/GSO-Text_24_04_18.pdf</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009rahmen">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009rahmen</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P67">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P67</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP71">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP71</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P80">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P80</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP31">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP31</a> <a href="https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV7P27">https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV7P27</a> <a href="https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV4P54">https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV4P54</a> <a href="https://grundschule.bildung-rp.de/fileadmin/user_upload/grundschule.bildung-rp.de/GSO-Text_24_04_18.pdf">https://grundschule.bildung-rp.de/fileadmin/user_upload/grundschule.bildung-rp.de/GSO-Text_24_04_18.pdf</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009rahmen">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009rahmen</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P67">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P67</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP71">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP71</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P80">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009V2P80</a> <a href="https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP31">https://landesrecht.rlp.de/bsrp/document/jlr-SchulORP2009pP31</a> <a href="https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV7P27">https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV7P27</a> <a href="https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV4P54">https://www.landesrecht.rlp.de/bsrp/document/jlr-BBiSchulORPV4P54</a>
Teaser	If pupils wish to repeat a grade or year they have already attended or skip the following grade, this is possible under certain conditions.
Volltext	Depending on the type of school and grade level, pupils are either promoted to the next grade level at

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the end of a school year or they are promoted to the next grade level up. Under certain conditions, grades or year groups already attended can be repeated (voluntary withdrawal, voluntary repetition), or promotion to the next grade can take place even though the promotion requirements have not been met.

In the gymnasiale Oberstufe, there are no transfers, but decisions on admission to year 12 in G9 or year 11 in G8. In addition to the transition from year 11 to year 12 of the vocational grammar school, there is only a transfer from the lower level to the upper level of the higher vocational school (HBF) and the transition from year 11 to year 12 of the specialized upper secondary schools.

## Erforderliche Unterlagen

In the case of voluntary resignation and transfer in special cases, the important reasons may have to be proven.

## Voraussetzungen

Voluntary withdrawal is only possible once in grades 2 to 4 and generally once in grades 6 to 10. An important reason is required, e.g. prolonged illness during the school year, change of school due to change of residence, particular difficulties in development or in domestic circumstances. It is not possible to withdraw from a grade level that is being repeated or to return to a grade level that has been repeated.

Voluntary repetition at the end of a school year is possible once at integrated comprehensive schools and integrative secondary schools, or twice in exceptional cases. The prerequisite for this is a pedagogical assessment of performance development and learning behavior. It is not possible to repeat a grade that has already been repeated. It is only possible to repeat grade 9 if a vocational qualification has been achieved or grade 10 if a qualified lower secondary school leaving certificate has been achieved if it is to be expected that a further school leaving certificate or a further qualification can be achieved after the repetition.

A promotion in special cases requires a special reason

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such as prolonged illness, change of school during the school year, exceptional developmental disorders or particularly unfavorable home circumstances and that, taking into account the overall personality, the special situation, the level of performance and willingness to work, successful participation in the next higher grade level is to be expected.

In the gymnasiale Oberstufe, voluntary withdrawal by one year is permitted in G9 once at the end of semesters 11/2, 12/1, 12/2 or before the start of the written Abitur examination in year 13, in G8 once at the end of semesters 10/2, 11/1, 11/2 or 12/1 on the basis of a written notification from parents or students of full age, provided that year 11 (G9) or year 10 (G8) has not already been repeated. In the case of repetition, only results from the second round can be used for the admission decision and included in the overall qualification.

Corresponding regulations also apply to evening grammar schools, colleges and vocational grammar schools.

Students who have not passed the Abitur examination may repeat the examination once. This also applies if the regular maximum length of stay in the upper school has already been reached.

**Kosten**

There are no fees.

**Verfahrensablauf**

Withdrawal from the upper secondary school must be communicated to the school in writing; it will be noted on the school report.

**Bearbeitungsdauer**

The decision will be made in good time before the end of the school year.

**Frist**

Voluntary withdrawal must be applied for in elementary school no later than one month before the last day of lessons of the school year, and in lower secondary schools by the last day of lessons before the Easter vacations. In cases at vocational schools where withdrawal is possible, this must be applied for no later than two weeks after the issue of the half-year report, in cases where no half-year report is issued, two weeks

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	after the start of the second school semester.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	An objection procedure is permitted in all cases. In the event of a rejection of voluntary withdrawal at lower secondary level, objections to the decision of the class/course teachers' conference may also be submitted to the school management, which will advise the parents and decide whether the decision of the class/course teachers' conference should be objected to.
Kurztext	<ul style="list-style-type: none"> <li>• Change of school year Approval</li> <li>• Under certain conditions, grades or year groups already attended can be repeated (voluntary withdrawal, voluntary repetition), or promotion to the next grade can take place even though the promotion requirements have not been met.</li> <li>• In the gymnasiale Oberstufe, there are no transfers, but decisions on admission to year 12 in G9 or year 11 in G8. In addition to the transition from year 11 to year 12 of the vocational grammar school, there is only a transfer from the lower to the upper level of the higher vocational school (HBF) and the transition from year 11 to year 12 of the specialized upper secondary schools.</li> <li>• Withdrawal from the upper secondary school must be communicated to the school in writing; it will be noted on the school report.</li> <li>• Voluntary withdrawal must be applied for at elementary school no later than one month before the last day of lessons of the school year, and at lower secondary schools by the last day of lessons before the Easter vacations.</li> <li>• In cases at vocational schools where withdrawal is possible, this must be applied for no later than two weeks after the issue of the half-year report, in cases where no half-year report is issued, two weeks after the start of the second school semester.</li> <li>• Responsible:</li> </ul>
Ansprechpunkt	Please contact the respective school.

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Zuständige Stelle	
Formulare	<p>Forms available: No</p> <p>Written form required: Yes</p> <p>Informal application possible: Yes</p> <p>Personal appearance necessary: No</p>
Ursprungsportal	Schuljahrwechsel beantragen, Apply for a school year change